

# BI-WEEKLY EMPLOYEE HIRING FORM



Name (Last, First, Middle): \_\_\_\_\_

Work Location (Building): \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Employee E-mail Address (other than CSC): \_\_\_\_\_

Student Employee/Part-Time Position: \_\_\_\_\_

Mark all applicable  Student  non-Student  Work Study  Coaching Assistant

Mark as applicable  New Hire  Returning

Personnel Number: \_\_\_\_\_ Start Date: \_\_\_\_\_  
(DO NOT ESTIMATE)

Position Number: \_\_\_\_\_ Cost Center or WBS: \_\_\_\_\_  
(REQUIRED)

Rate of Pay/Hour: \$ \_\_\_\_\_ Projected Hours/Week: \_\_\_\_\_ Department: \_\_\_\_\_

Complete the following checklist regarding the student/part-time employee's duties, this information will assist the HR/Payroll office in determining if a background/DMV check is necessary:

- |  |   |
|--|---|
| <input type="checkbox"/> CSC Child Development Center<br>Athletic or Academic camp | <input type="checkbox"/> NPAC Staff<br>Coaching Assistant<br>Housing and Residence life |
| <input type="checkbox"/> Event involving minor children (under 19)                 | <input type="checkbox"/> Information Technology   |
| <input type="checkbox"/> Access to money or financial information                  | <input type="checkbox"/> Security   |
| <input type="checkbox"/> Access to campus master keys                              | <input type="checkbox"/> Student Activity Center/ PIT                                   |
| <input type="checkbox"/> Access to confidential student/employee information       | <input type="checkbox"/> Other (Please indicate below)                                  |
| <input type="checkbox"/> Athletic staff position                                   |   |

Other: \_\_\_\_\_

Name of Time Approver (If Applicable): \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor/Fund Controller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed names not accepted. Please E-sign before emailing to payroll.

SUPERVISOR EMAIL TO: [payroll@csc.edu](mailto:payroll@csc.edu) or return to Sparks Hall 123

## HR USE ONLY

Last date worked: \_\_\_\_\_ Date Received: \_\_\_\_\_